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ABSTRACT

The Delaware Valley Child Care Council (DVCCC) developed this booklet to help Philadelphia school principals plan and develop privately run after-school centers in their schools. First, an executive summary documents the need for school-age day care nationwide and in the Philadelphia area. Section I offers guidance on planning a school-age child care program, including information on surveying parents to determine the need for the program and on collaborating with school administrators, teachers, and parent groups. The following areas related to collaboration are highlighted for attention: (1) in-kind services and facilities; (2) provision of the basic agreement with the child care provider; (3) lines of communication between school, provider, and parents; (4) staffing; and (5) assurance of quality. Next, guidance on developing and distributing a request for proposal (RFP) is provided, including an outline of the information the RFP should elicit. Guidelines on evaluating proposals and selecting a child care provider are also included. Section II lists three agencies that can help in the planning process and identifies sources of information on start-up funding, food costs, subsidized day care funding, and Title IVA monies. This section also includes a sample parent survey and a sample RFP. Finally, section III presents an eight-item bibliography. Information on the DVCCC is attached. (AC)

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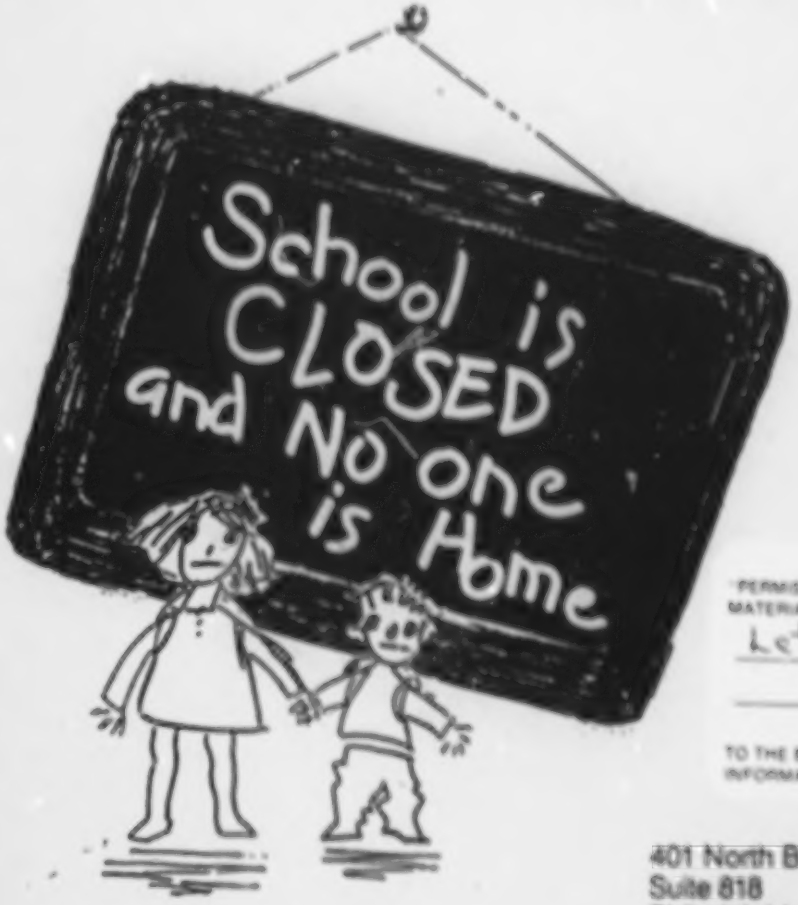
DELAWARE VALLEY CHILD CARE COUNCIL

DVCCC

A GUIDE FOR

PHILADELPHIA ELEMENTARY SCHOOL PRINCIPALS:

ADDRESSING THE NEED FOR SCHOOL AGE CHILD CARE



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A GUIDE FOR

PHILADELPHIA ELEMENTARY SCHOOL PRINCIPALS

ADDRESSING THE NEED FOR SCHOOL AGE CHILD CARE

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May, 1991

Executive Summary

A growing number of children nationwide are alone without adult supervision on a regular basis before and/or after school. The need for school age child care services has become crucial as each year more and more mothers return to the labor force. During this year, the percentage of mothers with minor children who are employed outside the home is expected to reach 85%.

A study of Philadelphia school age children documented that over 25,000 children are home alone before and/or after school, and it is estimated that in the Delaware Valley 60,000 to 100,000 school age children are left unsupervised (SePSACCP, 1988).

In June, 1990, the Philadelphia School District announced plans to "systematically initiate the development... of privately run after school centers in as many schools as possible and as soon as possible" (MEZZACAPPA, 6/26/90). Although school principals will not be involved in the daily operation of the proposed after school centers, the planning and development of these programs will require the guidance and expertise of building principals. As a result, the Delaware Valley Child Care Council developed this booklet as a guide for Philadelphia School Principals interested in addressing the need for school age child care services.

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A. DOCUMENTING THE NEED

Demonstrating that there is a need for school age child care is the first step in planning for a program. A survey of parents will provide evidence of the need as well as a strong indication of potential participation.

A questionnaire should be developed which is easy to answer and compile once they are returned. Questions should be clear and concise to uncover the following information:

1. the number of children who might participate
2. the grade(s) of children who might participate
3. the times that care would be needed
   - before/after school
   - summer break
   - school holidays
   - teacher in-service
4. the fee parents would be willing to pay or are paying now
5. the activities parents would like the program to offer

B. COLLABORATING WITH SCHOOL ADMINISTRATION, TEACHERS AND PARENT GROUPS

In order to obtain support for the development of a school-based child care programs, it is important to present the documented need to the district superintendent, building staff and the school parent group. School personnel and parents should collaborate and develop an agreement on the relationship between the program, school and parent group. The following are areas of concern that should be addressed in collaboration with the district superintendent, school parent group and staff:

1. In-Kind Services/Facilities:

- What facilities/equipment can the program use?

classrooms	outside play area
lunch room	audio-visual equipment
library, gym	refrigerator for storage
copy machine	use of kitchen to prepare snacks
computers	closet/storage space

- Will the program have access to telephone services?
- Can the program incorporate news items in school newsletter?
- Can the program order milk for snacks through the cafeteria?

2. **Basic Agreement:**

- What will be the length of the agreement with the provider? One school year? Two years?
- How will the contract be renegotiated?
- Under what circumstances can the agreement be negated?
- Should agency apply for all available funding? Should the agency offer a sliding fee scale?

3. **Communication:**

- Who will be the primary liaison for the school? Principal? Parent Group?
- How much authority will the liaison have?
- How often will the school and program communicate? Weekly? Monthly? Bimonthly?
- How will the school, program, & home communicate? Reports? Meetings? Parent handbook?

4. **Program/Personnel:**

- What will the lines of authority be?
- Do you want to approve prospective staff?
- What staff qualifications are desired? (Certification?)
- Are parents and/or school personnel interested in after school employment

5. **Quality Assurance:**

- Who will be responsible for evaluating the success of the program? Parents? Principal? School Staff?
- How will the program be evaluated? What measures will be used?

C. SELECTION OF A CHILD CARE PROVIDER

Once the program boundaries and the relationship of parents and school have been defined, a Request for Proposal (RFP) should be developed. The Request for Proposal should be developed in two parts.

Part One should be designed to convey information to interested child care providers about defined program needs, policy, expectations and requirements. Minimally, Part One should provide prospective child care providers with the following information:

1. Analysis of Needs Assessment/Types of Services Requested
2. District Licensing and Insurance Requirements
3. Terms of the Agreement
4. Staffing Requirements
5. School Facilities and In-Kind Services Available
6. Description of the Relationship between Program, School and Parents
7. Programming & Financial Expectations/Requirements

Part Two of the Request for Proposal should be designed to obtain information frbm the respondent to be used in the selection process. Minimally, Part Two should request the following information:

1. General Agency Information:

- Name, address, contact person, mission statement and agency history.

2. Statement of the Problem:

- A description of the agency's understanding of the issues and needs of school age children and the relevance of before and/or after school child care programs.

3. Program Components:

- The purpose and design of the program; analysis of the needs assessment; sample of a typical day in the program; outline of activities offered.

4. Staffing:

- Child/teacher ratios; education/experience requirements; resumes of director and/or teachers; job description for position; Act 34 Clearance; health appraisals; first aid training.

5. Quality Assurance:

- Develop procedures for program monitoring and evaluation; procedures for emergency situations; discipline policies; expectations for children behavior; types of in-service training.

6. Communication:

- Description of the agency's plans to create ongoing productive communication with the school administration and parents.

7. Financial:

- Commitment from the agency to apply for all available funding and comply with requirements set forth by the school; proposed fee schedule; sample budget based on a prescribed enrollment.

8. Licensing and Insurance:

- Commitment from the agency to fulfill insurance and licensing requirements set forth by the district.

On completion, the Request for Proposal should be mailed to licensed child care providers in the area. A list of licensed agencies can be obtained through the Department of Public Welfare, Division of Day Care (215-560-2541). In addition, the Request for Proposal should be advertised in local child day care newsletters and/or journals (Contact the Delaware Valley Child Care Council 215-922-7526 and the Parents Union for Public Schools 215-546-1166).

Criteria should be established for ranking the returned proposals. Once a provider is selected, the provider must apply for use of the school building through the school district's EH-45 form "REQUEST TO USE SCHOOL FACILITIES" (revised 3/89, formally known as the 707 policy). When final approval of the Request for Proposal has been granted by the School District Superintendent for the use of school facilities, the selected agency should be contacted so that implementation can begin. Letters should then be sent to all agencies who responded to the Request for Proposal.

PLANNING RESOURCES

The following agencies can help you in the planning process:

The Delaware Valley Child Care Council
401 North Broad Street, Suite 818
Philadelphia, PA. 19108
(215) 922-7526

Parents Union for Public Schools
311 S. Juniper Street, Rm. 602
Philadelphia, PA. 19107
(215) 546-1166

The Southeastern Pennsylvania School Age Child Care Project
Day Care Association of Montgomery County
601 Knight Road
Ambler, PA. 19002
(215) 643-3841

FUNDING RESOURCES

For information on start-up funding for programs, contact:

Leslie Roesler, Director
Southeastern Pa. School Age Child Care Project
601 Knight Road
Ambler, PA 19002
(215) 643-3841

For information on food costs for program snacks, contact:

John Pastuszek
Supervisor of Child Nutrition Units
Department of Education
333 Market Street
Harrisburg, PA 17126
(717) 787-3186

Gladys Coles
Child Care Food Program Administrator
Department of Education
333 Market Street
Harrisburg, PA 17126
(717) 787-3186

For information on Subsidized Child Day Care Funding (sliding fee scale funding for low/moderate income families) through Local Management Agencies, contact:

Day Care for South Philadelphia and Center City
1709 South Broad Street
Philadelphia, PA 19148
(215) 271-0433

Day Care for West Philadelphia
The Market at University Square
Box 1969 - 3901 Market Street
Philadelphia, PA 19104
(215) 382-4762

Day Care for Northeast Phila.
8040 Roosevelt Blvd., Suite 108
Philadelphia, PA 19152
(215) 333-1560

Day Care for Northwest Phila.
6350 Greene Street
Philadelphia, PA 19144
(215) 842-4820

Day Care for North Philadelphia
1118 West Lehigh Avenue
Philadelphia, PA 19133
(215) 228-5502

DELAWARE VALLEY CHILD CARE COUNCIL

For information on Title IVA monies available to parents who are welfare recipients, contact:

New Directions Employment Program
Department of Public Welfare
1400 Spring Garden Street, Room 601
Philadelphia, PA 19130
(215) 560-3268

DELAWARE VALLEY CHILD CARE COUNCIL

SAMPLE PARENT SURVEY

Dear Parent(s):

School age child care programs provide supervision for children during the hours when parents work and school is not in session. This parent survey will assess if there is a need for school age child care in our school. It does not guarantee that a program will be offered. Please complete the questionnaire for your children attending the Best Elementary School and return to school by _____(date)_____.

Wonderful Smith
Principal

NEEDS ASSESSMENT SURVEY - EXTENDED DAY PROGRAM

1. How many school children do you have in this school who need care before or after school?_____

2. Would you enroll your child(ren) in a school age child care program if such a program was available?
_____YES _____NO

3. List the grade of every child you would consider enrolling in a school age child care program:
_____K _____1 _____2 _____3 _____4

4. When would care be needed? (Check all that apply):
_____before school
_____after school
_____teacher in-service days
_____school holidays
_____summer
_____1/2 day kindergarten

5. If you need care before school, how early do you need it?
_____6:30am _____7:00am
_____7:30am _____8:00am

6. If you need care after school, how late do you need it?
_____4:30pm _____5:00pm
_____5:30pm _____6:00pm

7. Which of the following activities do you believe are most important for a school age child care program? Select the five most important for your child's participation:
_____sports and physical play
_____crafts and projects
_____interaction with other children
_____leisure reading and library activities
_____free play
_____educational and cultural enrichment
_____homework
_____tutoring
_____other, please list_____

8. Do any of the children that you would consider enrolling in the program have special special needs (e.g. visually, hearing or physically handicapped)?
_____YES _____NO

9. What arrangements do you currently have for your child(ren) after school?
_____home alone
_____home with parent
_____home with brother/sister
_____home with adult relative
_____home with adult baby sitter
_____other, please explain_____
_____

10. Are you available and willing to work as part of a volunteer parent group to assist in the planning and development of a program?
_____YES _____NO

SAMPLE REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL
for
After School Child Care

Best Elementary School
Philadelphia School District
25th and Anywhere Avenue
Philadelphia, PA. 19100

The Best Elementary School is soliciting community agencies interested in providing an after school child care program in the Best School building from 2:45 p.m. until 5:45 p.m. during the School District of Philadelphia School calendar year.

This request for proposal is comprised of two parts: Part One details the type of services requested and school requirements. Part Two outlines requested information which will be used in the selection process.

Any questions regarding this proposal can be addressed to Mr. Wonderful Smith, Principal. All proposals are due by (time) on (date). Completed proposals should be received at the above address in care of Mr. Smith.

REQUEST FOR PROPOSAL

PART 1

A. Needs Assessment Information

A survey of the school was conducted to better understand the need for after school care. One hundred-and-one families responded to the survey, and ninety-two families indicated a need for care. A summary of the parent survey is attached which outlines the specific need for care, the types of activities desired and the fee parents would be able to pay weekly.

B. Licensing and Insurance Requirements

Program must be licensed through the Pennsylvania Department of Public Welfare (DPW) and must qualify under ACT 34 Clearance. One million dollars insurance coverage is required.

C. Terms of Agreement

Upon selection, final approval must be obtained from the district superintendent. Also, an approval must be acquired for the use of the school facilities through the school district's form EH-45, "Request to Use School Facilities", 3/89. The length of the agreement shall be for one school year, and shall be renegotiated upon a satisfactory principal evaluation and parent survey.

D. Personnel

Staff must comply with all DPW regulations; in addition, teacher certification is required of head teacher. School building principal shall be part of the interviewing process in selecting program staff.

E. School Facilities and In-Kind Services Available

The program will have use of the lunch room, kitchen facilities, gym, outside play area and library. The program will be provided with a small designated area for storage. The program will have access to telephone services.

F. Communication

Program director must report to building principal. Program director and school principal will communicate through monthly meetings and weekly updates. Program director may incorporate news items in the school newsletter.

G. Financial

Agency must apply for all available funding and offer care within the price range determined from the needs assessment. Care may be offered on a sliding fee scale and/or "scholarships" may be provided to those in need.

REQUEST FOR PROPOSAL

PART II

The following information should be provided in your response to this request:

A. General Agency Information

Name, address, phone number, contact person, mission statement and brief history of delivery of same/similar services.

B. Statement of the Problem

A description of your understanding of the issues and needs of school age children and the relevance of before and/or after school child care programs.

C. Program Components

The purpose and design of the program; analysis of the needs assessment; sample of a typical day in the program; outline of activities to be offered.

D. Staffing

Child/teacher ratios; education/experience requirements; resumes of director and/or teachers if applicable; job description for position; Act 34 Clearance; health appraisals; first aid training.

E. Quality Assurance

Developed procedures for program monitoring and evaluation; procedures for emergency situations; discipline policies; expectations for children behavior; types of in-service training; copy of DPW license or stated intention to apply.

F. Communication

Description of your plans to create ongoing productive communication with the school administration and parents.

G. Financial

Commitment to apply for all available funding and comply with requirements set forth by the school; proposed fee schedule; sample budget based on projected enrollment from the needs assessment.

All proposals are due by (time) on (date).
Completed proposals should be received by Mr. Wonderful Smith, Best Elementary School, 25th and Anywhere Avenue, Philadelphia, PA. 19100.

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The Delaware Valley Child Care Council (DVCCC) is a non-profit organization, composed of parents, professionals, government, labor, community and business leaders, advocating for the development of accessible, affordable, quality child care services for all children and families who seek such services.

The Council established a School Age Child Care Project in January, 1989, to confront the need for school age child care services, through a survey of school administrators to explore the feasibility and extent of school involvement in school age child care and a public outreach campaign to promote school involvement in school age child care.

Funding for the Council's School Age Child Care Project has been provided by the Southeastern Pennsylvania School Age Child Care Project of the Day Care Association of Montgomery County and the Montgomery County Foundation.

The Day Care Association of Montgomery County was awarded a grant from the Pennsylvania Department of Public Welfare in March, 1986, to promote and assist in the development of new, expanded and innovative quality school age child care programs that are affordable and accessible to working families in the Southeastern Pennsylvania Region.

The Delaware Valley Child Care Council gratefully acknowledges the commitment and support of the Day Care Association of Montgomery County and the Montgomery County Foundation.

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